

## Value Engineering Conference Important Conference Planning Event Date

<b>Date</b>	<b>Who</b>	<b>Item</b>	<b>Target Audience</b>
Aug. 30, 2004	Texas DOT	Mail Announcement (Post Card), Begin Online Registration (2005 VE Conference Website) Call for Awards and Post card	General Mailing List
Sept 17, 2004	Texas DOT	email announcement to gen mailing list	general mailing list
October 1, 2004	Texas DOT	Reminder Announcement (conf/papers/ awards postcard	General Mailing List
Nov. 15, 2004	Speaker Candidates	Speaker's Abstracts & Outlines due	N/A
Nov. 22, 2004	Texas DOT	Email AASHTO VETC Speakers Abstracts	AASHTO VETC
Dec. 9, 2004	VETC Chairman	AASHTO VE TC Conference Call on Speakers (3 PM EST)	AASHTO VETC
Dec. 16, 2004	Texas DOT	Mail Speaker selection notification. (Email)	Selected Speakers (Email)
Feb. 14, 2005	Texas DOT	Email & Postcard Announcing agenda	Gen mailing list
Mar.18, 2005	Award Candidates	Award Nominations Due (to NJDOT)	N/A
April 1, 2005	NJDOT	Mail Awards to Tech. Committee for individual member selections	AASHTO VETC
April 29, 2005	Selected Speakers	Final papers and/or presentation due from Speakers	N/A
May 2, 2005	AASHTO VETC	Selection Awards by due to NJDOT. NJDOT to compile findings.	
May 16, 2005	Texas DOT	Email Reminder (to early Register).	General Mailing List
May 16, 2005	Chair	Notify Award Winners (mention day of ceremony)	Award winners
June 6-10, 2005	Texas DOT	Copy conference Proceedings {Small Binder and Compact Discs}	
June 17, 2005	Registrants	Hotel Reservation Cut-off.	Registrants
June 18, 2005	Registrants	Final Registration Fees Apply (\$100 penalty).	Late Registrants
July 18, 2005	Texas DOT	Conference Set up: Assemble Binders, Prepare Gift Bags/ Registration Desk, Audio Visual Details, etc...	Conf Prep with Hotel
July 19, 2005	Registrants	Begin Conference Registration, VE TC Meeting, FHWA VE Coordinators Meeting, Reception Dinner	Registrants
July 20-22, 2005	Registrants	AASHTO VE CONFERENCE IN San Antonio, Texas	Registrants
July 29, 2005	Chair	Send Thank You Notice to Speakers, sponsors, FHWA, Texas DOT,	Speakers